



Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education

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John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, December 13, 2005 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander	P. Keane
J. Courtney, Vice-Chair	J. Macri, Chair
M. DiMenna	S. Porcellini (entered at 8:56 p.m.)
B. Holland	L. Soulliere
C. Janisse	
A. Kishek, Student Trustee	
J. Devos, Student Trustee (Alternate)	

Regrets:

Rev. L. Brunet, Board Chaplain

Administration:

M. Moher (Resource)	P. Littlejohns
J. Berthiaume	C. Marier
J. Ouellette	R. Mousaly
S. Freeman	P. Picard
C. Geml	E. Poirier
K. Gignac	T. Robins
	L. Staudt

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:53 p.m.
2. Opening Prayer – The meeting opened with a prayer.
3. Recording of Attendance – Fr. Brunet sent regrets. Trustee Porcellini entered the meeting at 8:56 p.m.
4. Approval of Agenda

Moved by Trustee Keane and seconded by Trustee Holland that the December 13, 2005 Regular Board meeting agenda be approved as distributed. *Carried.*

5. Questions Pertaining to Agenda – None.
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. None.

7. Presentations

- a. Queen of Peace Catholic Elementary School – Theatrical Production “Cinderella”

Students of Queen of Peace Elementary School performed a rousing rendition of their upcoming Cinderella theatrical play under the supervision and direction of teacher Antonia Reive and Cardinal Carter Catholic High School grade 11 student director Jaclyne Reive.

8. Delegations

- a. Delegation Regarding Items Not on the Agenda – None.
- b. Delegations Regarding Items On the Agenda – None.

9. Action Items

- a. Approval of Minutes

- i) Minutes of In-Camera Meetings, November 22, 2005 and December 1, 2005
Moved by Trustee Holland and seconded by Trustee Janisse that the minutes of the In-Camera meeting of November 22, 2005 be adopted as distributed. Carried.

Approval of the Minutes of the December 1, 2005 In-Camera meeting was deferred.

- ii) Minutes of Regular Meeting, November 22, 2005
Moved by Trustee Janisse and seconded by Trustee Courtney that the minutes of the Regular Meeting of November 22, 2005 be adopted as distributed. Carried.

- b. Items from In-Camera Meetings of December 1 and December 13, 2005
(The report of the December 1, 2005 In-Camera meeting was deferred until the approval of the minutes.)

Vice-Chair Courtney reported the Windsor-Essex Catholic District School Board convened closed Committee of the Whole meeting on December 13, 2005, pursuant to the Education Act - Section 207, to obtain legal advice, consider specific personnel and real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustee Soulliere declared a conflict of interest in the December 13, 2005 In-Camera Session and excused herself from the relevant discussion item.

Moved by Trustee Courtney and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its meeting of December 13, 2005 be approved. Carried.

Vice-Chair Courtney made the following announcement: The Board received formal notice of retirement of Michael Moher, Director of Education effective June 30, 2006.

10. Communications

- a. External (Associations, OCSTA, Ministry) – None.
- b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report
Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board receive the *Administrative Staff Report* on hiring and retirement of staff dated December 13, 2005 for information. *Carried.*
 - ii) Report: High School Council – Minutes of October 20, 2005
Moved by Trustee Keane and seconded by Trustee Janisse that the Board receive the minutes of the High School Council dated October 20, 2005, as information. *Carried.*
 - iii) Report: Elementary School Council – Notes of November 29, 2005
Moved by Trustee Janisse and seconded by Trustee Soulliere that the Board receive the minutes of the Elementary School Council dated November 29, 2005, as information. *Carried.*
 - iv) Report: Fiscal 2005 Special Education Budget Report

Ken Gignac, Controller of Finance responded to trustee questions about the application of specific rules under the Education Act with respect to how special education funding is spent, preparation time, LET teacher allocation, LET supply budget, budgeted allocations for the psychology department, the use of special education funding for fund lunchtime supervision through the use of educational assistants and the use of the Learning Opportunities Grant (LOG) to supplement the special education budget. The receipt of the report was deferred so that Superintendent Marchini can respond to specific questions and provide further clarification.

Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board receive the Fiscal 2005 Special Education Budget Report as information.

Moved by Trustee Soulliere and seconded by Trustee Holland that the receipt of the Fiscal 2005 Special Education Budget Report be deferred to the next Board meeting. *Carried.*

- v) Report: Provincial-Federal Funding Agreement For French-Language Education And French-As-A-Second Language Instruction
Moved by Trustee Soulliere and seconded by Trustee Courtney that the Board receive the report Provincial-Federal Funding Agreement For French-Language Education And French-As-A-Second Language Instruction as information. *Carried.*

11. Unfinished Business – None.

12. New Business

- a. Notice of Motion - Trustee Holland: *“At the next Board meeting, I shall move or cause to be moved that the Board strike a Committee to re-examine the role of the Board Chaplain in consultation with the Bishops of the Diocese of London.”*

Trustee Holland deferred this item to the next meeting so that Father Brunet can be present at the discussion.

Trustee Porcellini entered the meeting at 8:56 p.m.

- b. Report: 2005 Fiscal Year End Financial Statements

Ken Gignac, Controller of Finance responded to trustee questions about the audited financial statements specifically in regard to the government's new finance reporting requirements, including contractual obligations/liabilities that will affect the board's future financial position such as retirement gratuities and Retirement Life Insurance and Health Care Benefits; new reporting processes and documentation requirements for School Council fundraising; and, compliance with ministry requirements as it pertains to the reporting of educational assistant lunchtime supervision within the special education funding. Ken Gignac, Controller of Finance, indicated that to the best of his knowledge, the auditor was not advised that lunchtime supervision was charged to the Special Education budget. Administration will provide a full report on the retirement life insurance and health care benefits to include current life time benefits costs to the board, the last time the Board went to market for a service provider and consultant fees.

Moved by Trustee Soulliere to defer the 2005 Fiscal Year End Financial Statements until clarification can be obtained on the Ministry's requirements for Special Education spending. *No seconder.*

Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board receive the Fiscal 2005 Year End Financial Statements; and, that the year-end surplus of \$257,756 be transferred to the Reserve for Working Funds. Carried.

Recorded vote: Trustee Alexander – opposed. Trustee Soulliere – opposed. Trustee Holland – opposed. Trustee DiMenna – opposed. Trustee Courtney – in favour. Trustee Porcellini - in favour. Trustee Janisse – in favour. Trustee Keane – in favour. Trustee Macri - in favour.

- c. Report: Good Places to Learn Borrowing Resolution

On April 26, 2005, the Board approved the Revised Good Places to Learn – Stage 1 Plan, for urgent and high needs projects with an estimated expenditure of \$8,002,222. While waiting for the Province to issue a debenture, the Board must approve a separate Borrowing Resolution in order to secure bridge financing for the Good Places expenditures. Ken Gignac confirmed that the resolution complies with the Board's usual practice for signing authorities.

Moved by Trustee Keane and seconded by Trustee DiMenna that the Board approve the following Borrowing Resolution to secure a capital loan for expenditures under Stage 1 of the Good Places to Learn Program deemed to be read three times:

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY BY WAY OF CAPITAL LOAN

WHEREAS the Windsor-Essex Catholic District School Board (hereinafter called the board) finds it necessary to borrow a sum up to \$8,002,222 by way of bank capital loan for major school repair expenditures under Stage 1 of the Good Places to Learn Program.

AND WHEREAS the estimated current revenues of the board have not yet been received or fully received and such revenues hereafter to be received are sufficient to repay all unpaid sums borrowed hereunder and interest thereon.

AND WHEREAS the total cost of the projects is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

THEREFORE the council of the board enacts as follows:

- 1. The Chairperson and Treasurer are hereby authorized on behalf of the board, pursuant to the orders to borrow by way of promissory note or credit agreement, a sum or sums not exceeding the aggregate of \$8,002,222 to meet capital expenditures of the board for school purposes and are hereby authorized to give, on behalf of the board, to the lender a promissory note or credit agreement signed by the Chairperson and the Treasurer for the monies borrowed hereunder with interest and other charges that may be agreed upon from time to time with the bank.**
- 2. The Treasurer of the board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all monies comprising of current revenue of the board hereafter received.**

Carried.

- d. Report: Tender St. William School – Site Drainage

Tim Robins, Controller of Facilities Services, briefed trustees on circumstances surrounding the drainage problems at St. William Catholic Elementary School that is affecting the gymnasium floor and the play structure area. Administration is exploring the possibility of partial cost recovery. Claude Marier, Manager of Purchasing and Administrative Services, responded to questions related to the quotation process utilized for the site drainage work.

Moved by Trustee DiMenna and seconded by Trustee Holland that the Board approve the tender bid from LaSalle Backhoe Services for the St. William Catholic Elementary School site drainage, that a purchase order contract be issued upon Board approval, and that funding comes from the Board's Working Fund Reserve account. *Carried.*

- e. Report: Ontario Association Of Parents In Catholic Education (OAPCE) – 2006 Annual Membership Fees

Administration will inquire into a discount in annual membership fees that is offered to School Councils that meet at a district level.

Moved by Trustee Keane and seconded by Trustee Courtney that the Board approve payment of the Ontario Association of Parents in Catholic Education (OAPCE) 2006 annual membership fees for 41 elementary school councils and 8 secondary school councils in the amount of \$60.00 per school. Carried.

- f. Report: Trustee Group Accident Insurance
Moved by Trustee Alexander and seconded by Trustee Janisse that the Board re -new the current trustee group accident insurance policy for elected trustees, one student trustee, one alternate student trustee and one student trustee designate. Carried.

- g. Report: Appointment of Student Trustees to the Board for the 2006 – 2007 School Year

Student Trustee Kishek briefed the trustees on the recent interviews for the selection of Student Trustee for the 2006-2007 school year. Luke Willson will serve an orientation period as Student Trustee Designate for the remainder of this school year prior to commencing his duties as Student Trustee in August 2006.

Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board appoint Luke Willson of St. Thomas of Villanova Catholic High School as Student Trustee for the 2006 – 2007 school year. Carried.

- h. Fieldtrips:

- i) St. Thomas of Villanova Catholic High School – Costa Rica
Moved by Trustee Holland and seconded by Trustee Courtney that the Board approve St. Thomas of Villanova Catholic High School field trip to Monteverde, Costa Rica for May 21 to 27, 2006. Carried.

13. Committee Reports – None.

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson – Chair Macri expressed his sympathy to the family of Tim Halford. Chair Macri thanked Mr. Moher for his hard work and dedication to the Board and wished him well in his upcoming retirement. Chair Macri indicated the By-Law Review Committee will meet in January to conduct a review of the Board By-Laws.
- b. Director of Education Moher recognized Board employees for their generosity towards this year's United Way fundraising campaign. Director Moher expressed his deepest sympathy to the family of Tim Halford.

c. Board Chaplain – Sent regrets this evening.

16. Remarks/Questions by Trustees - Individual trustees expressed their condolences and sympathy to the friends and family of Tim Halford as they deal with this great loss and commented on his many contributions to the community and to Catholic education.
- Trustee Porcellini congratulated the Catholic Central High School community on their rendition of Leader of the Pack and St. Angela Catholic Elementary School for the wonderful turkey dinner provided to the students.
 - Trustee Keane encouraged School Councils to consider assisting other schools in the area who have children who require nutrition from the breakfast program and winter clothing.
 - Trustee Alexander commented briefly on the Director’s announcement to retire and thanked him for the leadership and vision he has brought to the board over the past six years.
 - Trustee Soulliere wished Director Moher well in his upcoming retirement and thanked him for his commitment to Catholic education.
 - Trustee Holland express appreciation to Director Moher for all that he has done in ensuring the viability of Catholic education in this school community and across the province and wished him the best in his upcoming retirement.
 - Trustee DiMenna congratulated the staff and students of Cardinal Carter Catholic High School Dancology event.
 - Student Trustee Kishek provided a brief update on recent Student Senate activities and future plans.
17. Pending Items
- a. Deferred from June 27, 2005: Board Policy Review Committee – Board Policy Revisions: *A:12 Code of Ethics / Conflict of Interest (Amended Policy)*
 - b. Deferred for six months from October 25, 2005: Motion by Trustee Soulliere and seconded by Trustee DiMenna *“that the Board add two (2) more psychologists to its psychology department for a total of four (4), and that the cost be applied to the general budget to offset the cost of educational assistant lunch supervision to the Special Education budget.”*
18. Continuation of In-Camera – The Board reconvened to In-camera Committee of the Whole meeting following adjournment.
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)
- Tuesday, January 17, 2006
 - Tuesday, January 31, 2006
 - Tuesday, February 14, 2006
 - Tuesday, February 28, 2006
 - Tuesday, March 28, 2006
 - Tuesday, April 11, 2006
 - Tuesday, April 25, 2006
 - Tuesday, May 9, 2006
 - Tuesday, May 23, 2006
 - Tuesday, June 13, 2006

- Monday, June 26, 2006

20. Closing Prayer – The meeting closed with a prayer.
21. Adjournment - There being no further business, the Regular Board Meeting of December 13, 2005 adjourned at 9:50 p.m. at the call of the Chair.

Approved

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary

Amendments:

- Page 3 – Item 10b(iv) Fiscal 2005 Special Education Budget Report – First sentence amended to read: Ken Gignac, Controller of Finance responded to trustee questions about the application of specific rules under the Education Act with respect to how special education funding is spent, preparation time, LET teacher allocation, **LET supply budget**, budgeted allocations for the psychology department, the use of special education funding **to** fund lunchtime supervision through the use of educational assistants and the use of the Learning Opportunities Grant (LOG) to supplement the special education budget.
- Page 4 – Item 12(b) 2005 Fiscal Year End Financial Statements: Amended to add: Ken Gignac, Controller of Finance, indicated that to the best of his knowledge, the auditor was not advised that lunchtime supervision was charged to the Special Education budget.
- Page 7 – Item 16 Remarks/Questions by Trustees amended to read: Trustee Porcellini congratulated the Catholic Central High School community on their rendition of Leader of the Pack and St. Angela Catholic Elementary School for the wonderful turkey dinner provided to the students.